



Location:	Bayside, CA, with travel to regional office in Crescent City
Department:	Operations
Reports to:	Director of Operations
Time Commitment:	Full time, Monday-Friday, including weekend and evenings as needed
Status:	Regular, Exempt
Compensation Level:	Senior Program Director
Salary Range:	\$64,454-\$80,568 plus health benefits, retirement benefits, paid holidays, vacation and sick time
Application Deadline:	Open until filled

About Humboldt Area Foundation

[Humboldt Area Foundation](#) (HAF) promotes and encourages generosity, leadership, and inclusion to strengthen our communities. Through the generosity of local donors, HAF has awarded more than \$85 million in grants and scholarships since 1972. HAF, along with its affiliate [Wild Rivers Community Foundation](#), focuses its grantmaking and program efforts on strengthening community capacity and transforming our communities' ability to solve problems and address the root causes of those problems. Programs and initiatives of the foundation include the Native Cultures Fund, the Northern California Association of Nonprofits, Building Healthy Communities—a 10-year initiative focused on improving the health and wellbeing of Del Norte County and Tribal Lands—and the Equity Alliance of the North Coast, working to improve racial and social equity throughout the region.

About Our Region

HAF serves more than 200,000 residents across four counties (Humboldt, Trinity, Del Norte, and Curry counties), two states (California and Southern Oregon) and Tribal lands. Additionally, the Native Cultures Fund works with communities across California.

This region is known for its natural beauty which includes miles of undeveloped coastline, stands of old growth redwood trees, wild rivers and thousands of miles of hiking trails. In addition to being home to established California Native Tribes, the area has roots in agriculture, logging, fishing and timber. There are many opportunities for arts and culture and many entrepreneurial enterprises.

Job Description Summary

The Director of Human Resources, Inclusion and People Development is responsible for developing and executing a Human Resource strategy in support of HAF's mission and the strategic direction of the organization. The position provides strategic leadership by articulating and co-creating Human Resources needs and plans with the Director of Operations, CEO, and HAF leadership team, and oversees working collaboratively with a team of approximately 35 people in two offices in Bayside and Crescent City, CA. An absolute commitment to confidentiality, honesty, integrity, equity and inclusion is required in this role.

The Director of Human Resources, Inclusion and People Development will design, implement and manage human resources (HR), Diversity, Equity and Inclusion (DEI) efforts, and people development processes and systems that enable the foundation to hire, develop and retain qualified and purpose-driven staff members to achieve the organization's greatest impact. This position will assess organizational needs and drive comprehensive solutions in areas such as DEI, performance management, organizational culture and staff development, and manage day to day operations including recruitment, hiring, onboarding, benefits, compensation, compliance, and HR policies and practices. This individual will be an integral part of building and maintaining an organizational culture that fosters high performance, growth, collaboration, and support, and incorporates goals of DEI into all aspects of the foundation.

Minimum Qualifications

- Bachelor's degree in Human Resource Management, Business, Public Administration, Organizational Psychology, Social Work/Services, Behavioral Science or a related field
- Demonstrated success at creating and implementing strategies and achieving results across multiple human resource, people development, and organizational performance disciplines
- Hands on and robust experience in the areas of employee relations, conflict resolution, hiring and recruitment, and benefits and compensation
- Demonstrated success in helping progress diversity, equity and inclusion as an organizational value and incorporating into organizational culture
- Five years of experience working in human resources management and development for an organization with at least 25 employees, which has provided the individual with the knowledge, abilities, and skills listed below:

Knowledge, Abilities, and Skills

- Thorough knowledge of current HR practices, trends, laws, and regulations at the local, state and federal level
- Proven experience in dealing with complex employee labor issues (EEO, FLSA, etc.)
- Experience negotiating compensation and benefits packages
- Highly developed emotional intelligence, ethical decision making, and capacity to navigate multiple interests to achieve positive outcomes

- Strong understanding of bias and how it can play into the hiring, retention, promoting and development of staff
- Experience as an effective convener and facilitator of people from diverse backgrounds, and demonstrated respect for cross-cultural perspectives and experiences
- Proven ability to develop, lead and facilitate staff development trainings
- Demonstrated ability to establish credibility in a wide range of interactions and develop healthy relationships that promote individual and organizational success
- Experience with conflict resolution and mediation; demonstrated success in coaching and counseling managers and employees across a wide spectrum of HR and performance management issues
- Proficient in verbal and written communications and skilled at sharing technical information to general audiences
- Demonstrated success applying analytics and solving complex human resource and organizational challenges
- Excellent organizational and time management skills
- Ability to be adaptive and responsive to evolving priorities
- Experience in project management of processes with complexity, importance, and urgency
- Experience in leadership and management with demonstrated commitment to teamwork and collaboration
- Maintains confidentiality and protects sensitive information in accordance with organizational standards
- Proficiency executing intermediate functions with the Microsoft Office Suite (Word, Excel, Outlook, etc.)
- Possess (within two months of hire date) a valid California driver's license and auto insurance in order to work with staff at two campuses, and attend meetings and events within a four-county region

Preferred Qualifications

- More than 7 years experience in HR management or related organizational and personnel development practice
- Experience working in human resources management and development for an organization with over 50 employees
- Experience with California HR law
- SHRM Certified Professional or S/PHR certification
- Experience implementing restorative practice & reconciliation programs
- Applicable bilingual proficiency (e.g. Spanish, Hmong, Tolowa, Yurok, Hoopa, Karuk)

Physical Requirements of Job

Work is primarily performed in office settings. Hand-eye coordination and fine motor skills are necessary to operate computers and various types of office machinery. All of the job functions listed above involve, to a greater or lesser degree, the following physical demands: close vision, clear speech and lifting of up to 10 pounds.

More Information

For more information about this position, contact Keytra Meyer at keytram@hafoundation.org or (707)442-2993 ext. 371. For more information about Humboldt Area Foundation, visit www.hafoundation.org.

Application Procedure

Please email the following two (2) documents in Word or PDF format to admin@hafoundation.org:

1. An electronic resume
2. A cover letter

We evaluate applicants based on how well they match the qualifications listed below, so please use your cover letter as an opportunity to explain and expand upon your skills and experience in these areas.

Please also note, that we do not consider references until the final stages of our hiring process and that they are not required in the information that you submit in your initial application.

Humboldt Area Foundation is an equal opportunity employer and makes employment decisions on the basis of merit and without regard to race, religion, creed, color, age, sex, sexual orientation, gender identity, genetic information, national origin, religion, marital status, medical condition, disability, military service, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state, or local laws or ordinances. Applications submitted for this position do not constitute a promise of employment.

Humboldt Area Foundation (HAF) and our affiliates are committed to diversity throughout our programs, environment, and workforce. It is our mission to “promote and encourage generosity, leadership, and inclusion to strengthen our communities” and our belief that taking active and intentional steps to ensure equal employment opportunity and create a working environment that is welcoming to all will foster diversity and promote excellence in our work. To effectively serve a growing diverse population we endeavor to hire and retain staff who are sensitive to and knowledgeable of the needs of the continually changing communities we serve.